



College Bound Scholarship Small Group Approach

Working with small groups of students to fill out the College Bound Scholarship application is a great way to ensure that the application is complete and accurate. In addition, it provides time for students to understand better the commitment they are making and the wonderful opportunity this scholarship provides. Listed below are steps to consider when implementing the small group approach.

✓	To Do:	Who	When
	Assemble a team to assist you.		
	Request a list of students who have already signed up for College Bound from the Higher Education Coordinating Board (HECB). Send an email to collegebound@hecb.wa.gov to request the list.		
	Download the Disclosure of Free and Reduced Price Information Agreement to authorize you to access the list of eligible students. (www.hecb.wa.gov/collegebound click on <i>School Personnel</i> and go to <i>Resources</i>)		
	Request a list of students currently eligible for free/reduced price lunch from your “list-keeper” by providing the disclosure form and explaining how the information will be used for your College Bound enrollment efforts. Your list-keeper may be a counselor, principal, superintendent or a nutrition director at the district office.		
	Crosscheck both lists to determine which students have yet to enroll.		
	Obtain a class schedule for students who have yet to enroll.		
	Create copies of the College Bound Scholarship application (below) or request copies from the HECB at collegebound@hecb.wa.gov .		
	BONUS (and very effective strategy) Create mailing labels to put on the scholarship application with the following: • First Name, Middle Initial, Last Name • State Student Identifier (SSI, found on WASL score report) • Email address for student (if available) • Date of Birth • Current Grade Level (7th or 8th) • Current School Name • Permanent Mailing Address • Parent/Guardian Full Name.		
	Place mailing labels on the front page of the College Bound Scholarship applications.		
	Each period call down five students from your list and work through the entire paper application with them. Use a list of SSID numbers to help students complete that portion of the application. If you have access to computers, students can fill out the application online and print the signature page to take home (www.hecb.wa.gov/collegebound) for their parents/legal guardian to sign.		
	Customize the letter below.		
	Include the letter, paper application (or signature page if done online), and place in an envelope with a brochure.		
	Have students write “Return to (insert proper name) by (insert date)” on the outside of the envelope.		
	Offer students an incentive for returning the application (perhaps food, a raffle, lunch with a teacher, etc.).		



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	Customize an automated phone call reminding students to return applications (script below).		
	Crosscheck lists to determine which students have yet to enroll and place phone call reminders.		
	Collect applications, verify they are complete, and request your College Bound Counselor pick them up or send them certified mail to the HECB: • College Bound Scholarship • PO Box 43430 • Olympia, WA 98504-3430.		
	Crosscheck both lists to determine which students have yet to enroll.		
	Decide what strategies you will use next to reach remaining students.		

A few things to consider:

- If using the online application, please remember once submitted, students must print the signature page, have it signed by a parent/guardian, and either mail it to the HECB or have the school mail it.
- The **social security number** will be protected and secure and the scholarship cannot be disbursed without it.

Who can help? Contact a College Bound Counselor in your ESD to help you organize the small group approach to enroll eligible students.

ESD 101: Keith Slim-Tolagai 509.251.3787 kslimtolagai@collegesuccessfoundation.org

ESD 105: College Bound Counselor 509.840.9202 esd105@collegesuccessfoundation.org

ESD 112: Lucy Nichols 360.521.3854 lnichols@collegesuccessfoundation.org

ESD 113: College Bound Counselor 253.200.1486 esd113@collegesuccessfoundation.org

ESD 114: Alyson Galloway 360.609.3540 agalloway@collegesuccessfoundation.org

ESD 121: M. Michelle Mattox 206.931.6768 mmattox@collegesuccessfoundation.org

ESD 123: Janie Morales-Castro 509.840.9202 jmoralescastro@collegesuccessfoundation.org

ESD 171: Becky Hightower 509.322.6788 rhightower@collegesuccessfoundation.org

ESD 189: Molly J. Foote 360.647.5120 mfoote@collegesuccessfoundation.org



The College Bound Scholarship is a state-funded financial aid program administered by the Higher Education Coordinating Board (HECB). Students may apply online at www.hecb.wa.gov/collegebound. The HECB provides schools with numbers and names of students who have applied, and with free promotional materials. Please contact the HECB at collegebound@hecb.wa.gov or 1-888-535-0747 for questions regarding program administration, funding, student eligibility, etc.

SAMPLE LETTER

(Insert School Letterhead)

Dear Parent/Guardian,

We have great news! A state program is available to help your child plan for college, pay for college, and begin to realize his/her dreams.

The **College Bound Scholarship** is a state-funded program for seventh and eighth grade students who meet **one** of the following criteria:

- Eligible for Free and Reduced Price Lunch
- Are a foster youth
- Receive TANF (Temporary Assistance for Needy Families) benefits or
- Family meets the income standards as described on the application

We have determined that your child may be eligible to apply for this scholarship. Please fill out the application TODAY and return it to the **counseling office** at the **middle school**. The application can also be completed online at www.hecb.wa.gov/collegebound. In order to allow college partners to serve your student better, please check “YES” to the release of information statements on the application. **The application deadline is June 30, so enroll today!**

As you fill out the application, your child will be asked to make a pledge to:

- Graduate from high school
- Maintain a cumulative GPA of 2.0 or higher
- Be a good citizen and remain crime free

If your child keeps this pledge and your family remains financially eligible (your income will be verified at graduation), then the State of Washington will pay for tuition (at public college rates) and books (\$500 per year) for up to four years at a Washington State public or private university, community college, or a technical college (see back for list of eligible schools).

There are many benefits to earning a degree beyond a high school diploma. By signing and returning the pledge, you and your child are taking the first step to secure a prosperous future – one that the State of Washington will help you reach!

Please contact me at **XXX-XXXX** if you have any questions or need further information. We hope you will take advantage of this very special opportunity.

Sincerely,

XXXXXX XXXXXX

XXXXXX Middle School